



National Interagency
Fire Center

3833 S. Development Ave.
Boise, ID 83705

File Code:	6320	Date:	September 27, 2001
Route To:	5100		
Subject:	Initial Call Letter 2002 Refresher Contracting Officer's Technical Representative (COTR)/Food Unit Leader (FDUL) Workshop 2/19-22/2002		
To:	Regional Fire Management Training Officers, Regional Directors, Fire and Aviation Management, And Directors, Fire Management, of the Bureau of Indian Affairs, the Bureau of Land Management, the Fish and Wildlife Service, and the National Park Service		

BACKGROUND: For many years, five cooperating agencies (Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, Forest Service, and National Park Service) have all agreed to use the National Mobile Food and Shower Facility contracts for wildland fire activities. The contracts are requirements-type, stipulating that the food contracts be used when 600 meals or more per incident are anticipated and that the shower contracts be used for any showering needs regardless of the fire camp size.

When a National Contractor is dispatched, a designated Logistics Chief (LSC) must be assigned as a Contracting Officer's Representative. In addition, (1) a Facility Unit Leader (FACL) must be ordered for shower contracts, (2) a Food Unit Leader (FDUL) must be ordered for food contracts, and (3) a Contracting Officer's Technical Representative (COTR) must be ordered for both food and shower contracts. All of these positions perform crucial duties with the contractors at fire camp and their presence is mandatory when a National contractor is mobilized.

FDUL/COTR TRAINING REQUIREMENTS: The NIFC coordinated training requires passing a Qualifier FACL/FDUL or COTR Workshop, attending a Refresher COTR/FDUL Workshop once every two years, and actually performing in the positions at fire camp least once every three years. There are currently 54 people on the Approved 2001 COTR List. We held the first Qualifier FACL/FDUL Workshop last year with great success and currently have 41 people on our Approved 2001 FDUL-FACL List. These "Qualified" lists for the higher-trained FACLs/FDULs and COTRs are maintained and forwarded to the GACCs each year for dispatching purposes.

2002 REFRESHER FACL AND FDUL WORKSHOP: We are pleased to announce that we have scheduled the 2002 Refresher COTR/FDUL Workshop, for a maximum of 50 people, to be held on February 19-22, 2002, in San Diego, California at the Hacienda Hotel - Old Town, 4041 Harney Street, (1-800-888-1991). There is no fee to attend; the only costs for attendees will be for travel, lodging, and per diem expenses. This Workshop will cover changes to the Mobile Food Service and Shower Facility contracts and involve re-writing the specifications for the follow-on contracts to be solicited in 2003. Logistics Chiefs are issued a special invitation to attend, as their input for contract development is especially valuable. A draft agenda is enclosed.



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The Contracting Officer will review COTR maintenance qualifications and COTR's who have not maintained their required qualifications will be dropped from the Qualified List. Any COTR's or FDULs that wish to be dropped from the lists due to unavailability or other reasons should notify the Contracting Officer at (208) 387-5612.

It is important that all designated contract representatives have a full understanding of the contracts, and contract specific training is seldom available. Attendees may elect to attend the 2002 Qualifier FACL/FDUL Workshop, which will be held at the same location the following week, as space allows. We encourage this because contract specific training is scarce and any inexpensive opportunities such as this to obtain in-depth training should be maximized. Logistics Chiefs are also invited to attend on a space available basis and will find either workshop very beneficial.

SUBMISSION OF APPLICATIONS: Nominees are requested to complete the attached NFES 2131 and Authorization Certificate. Please submit these to our office no later than November 9, 2001, and submit the attached forms by facsimile, E-mail, or regular mail to the following numbers/addresses:

E-mail: jdmcccluskey@fs.fed.us or Jan D McCluskey/WO/USDAFS
ckirk@fs.fed.us, or Chris Kirk/WO/USDAFS

Fax: (208) 387-5384

Mail: USDA Forest Service
National Interagency Fire Center
Attention: Jan McCluskey, FS, WO-AQM
3833 S Development Avenue
Boise, ID 83705

Space is limited to around 50 people. We typically receive far more than 50 applications, so get your paperwork in as soon as possible. We give COTRs and FDULs needing the Refresher Workshop to maintain their qualifications preference, but always reserve some seats for Logistics Chiefs. The selected attendees will be notified around late November and provided additional Workshop information and instructions. Mobile Food Service and Shower Facility contract specific training is seldom available, so we encourage interested personnel to take opportunity of this special training. If you have any questions, please call Jan McCluskey at (208) 387-5612 or Chris Kirk at (208) 387-5665.

Sincerely,
Richard Denker

RICHARD E. DENKER
Branch Chief, Fire and Aviation Support Branch

Enclosures

cc:
COTR and FDUL Mailing Lists
Fire Business Management Coordinators
Geographic and Regional Training Coordinators



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TUESDAY - FEBRUARY 19th

<u>TIME</u>	<u>TOPIC</u>	<u>INSTRUCTOR/SPEAKER</u>
1:00	Introductions/Housekeeping	Jan McCluskey/Chris Kirk
	WORDS OF WISDOM	TO BE DETERMINED
BREAK	Assessment of Last Years Contract	Jan McCluskey
	Contract Specification Problem	Mary Fields
	Identification Group Exercise	
BREAK		
5:00	Adjourn	
5:30	Meet and Greet at the Bar	

WEDNESDAY - FEBRUARY 20th

<u>TIME</u>	<u>TOPIC</u>	<u>INSTRUCTOR/SPEAKER</u>
8:00	Housekeeping Break-Out Group Orientation <ul style="list-style-type: none">- Justification of Contract Needs-Food Qualities-Pre-Prepared/Pre-Cooked Vs Cooked/Made on Site-Equipment Capacity-Hand washing-Seating-Full Service-Locations- Pre-Prepared/Pre-Cooked/Further Processed/Ready to-Eat Foods and Quality in Meals- Marking and Packaging<ul style="list-style-type: none">-Sack Lunch Sacks-Sandwiches-Vacuum-Sealed Products-Food Quality-Equipment- Sack Lunch Surcharges and Payment Issues- Food Qualities- Stuffing Lunches Outside/Storing Food Outside/Leftovers- Mandatory Dispatch Requirement- Cooking - Toasters/Microwaves in Seating Tents- Self-Service Bars	Chris Kirk Jan McCluskey
	Contract Specification Break-Out Groups	Group Members
5:30	Adjourn	

**AGENDA
2002 REFRESHER COTR/FDUL WORKSHOP
SAN DIEGO, CALIFORNIA
FEBRUARY 19-22, 2002**

THURSDAY - FEBRUARY 21th

<u>TIME</u>	<u>TOPIC</u>	<u>INSTRUCTOR/SPEAKER</u>
8:00	Housekeeping Break-Out Group Orientation Group Presentations	Chris Kirk Jan McCluskey Group Members
BREAK		
	Group Presentations (Continued)	Group Members
LUNCH		
	Group Discussion of Break-Out Group Proposals	Mary Fields
5:30	Adjourn	

FRIDAY - FEBRUARY 22ND

<u>TIME</u>	<u>TOPIC</u>	<u>INSTRUCTOR/SPEAKER</u>
8:00	Housekeeping	Chris Kirk/Jan McCluskey
BREAK	Annual Contractor Evaluations	Barney Lyons
	THE CANNED FOOD CHALLENGE	Jan McCluskey/Mary Fields
LUNCH		
1:00	VEGETABLE/FRUIT QUALITY	TO BE DETERMINED
BREAK		
	Menu Challenges	Jan McCluskey/Mary Fields
	Critique and Close-Out	Jan McCluskey
4:30	Adjourn	

NWCG INTERAGENCY TRAINING NOMINATION
AND
AGREEMENT TO COLLECT FUNDS

INSTRUCTIONS: Complete Part I. Complete Part II only if there are charges for the training.

PART I TRAINING NOMINATION

Course Name:

PRIORITY

of

Course Date(s)

Course Location

Course Tuition (if required)

Course Coordinator:

Coordinator Phone: (Voice/Fax)

Coord. E-Mail:

Nominee's Name

Date Submitted

Working Job Title

E-mail Address

Fax Number:

Agency (Name, Address)

Nominee's Mailing Address (if different)

Telephone No.

Telephone No.

List training completed and dates pertinent to this course:

List your past qualifications pertinent to this course:

Nominee's Signature: (I will notify the Unit Training Representative if I am unable to attend).

Supervisor's Signature (I certify the nominee meets the prerequisites, or if not met I will put the reasons for attending the course in Remarks.)

Remarks:

PMS Draft (9/99)

NFES Draft

Course Name:

Nominee Name:

PART II AGREEMENT TO COLLECT FUNDS (Complete only if there is a tuition charge.)

Please check the section appropriate to the legal authority to collect monies and complete the address/signature block. This form must be signed by an individual with authority to sign agreements and obligate the funds listed. Note: Tribal governments are not covered by the Intergovernmental Cooperation Act of 1968.

NON-FEDERAL AGENCIES: Contractor, states, local governments engaged in fire suppression and protection of public lands. This training, payment, and collection is duly authorized under the Intergovernmental Cooperation Act of 1968 as amended by the act of September 13, 1982 (P.L 97-258), Section 6505. The NWCG Interagency Training Nomination constitutes written request and it is understood the bill for the training will consist of tuition plus all other identifiable costs as provided by law. Authorizing signature is also certifying services requested cannot be procured reasonably and expeditiously through ordinary business channels and funds are available. Provider's signature certifies the agency is offering similar services for its own use.

COMPLETE CHARGE CODE: (Include required fiscal references)

OTHER FEDERAL AGENCIES: This training, payment, and collection is duly authorized under Section 601 of the Economy Act of June 30, 1932 (31 USC 1535) as amended. The NWCG Interagency Training Nomination constitutes the required written request and it is understood the bill for the training will consist of tuition plus all other identifiable costs as provided by law. Authorizing signatures is also certifying services requested are in the best interest of the United States; cannot be procured by contract as conveniently or cheaply from a commercial source and appropriate funds are available for this purpose. Provider's signature certifies the agency is offering similar services for its own use.

COMPLETE CHARGE CODE: (Include agency location)

Agreement Number:

SAME AGENCY AS PROVIDER: The NWCG Interagency Training Nomination constitutes agreement to pay charges as outlined in nomination materials. Authorizing signature certifies funds are available for this purpose.

COMPLETE CHARGE CODE: (Include unit identifiers)

ADDRESS/SIGNATURE:

Billing address if different than Sponsor or Agency Address:

AUTHORIZED TO EXPEND FUNDS
LISTED ABOVE:

AGREES TO PROVIDE TRAINING
REQUESTED:

Signature

Date

Signature

Date

Title

Title

NOMINEE STATEMENT
2002 REFRESHER COTR/FDUL/FACL WORKSHOP

COTR Nominee's Signature: _____

_____ Date: _____

_____ Print Name: _____

_____ Agency/Office: _____

_____ Telephone Number: _____

Please answer the following questions:

1. Why do you wish to qualify for a COTR position?

2. What do you believe would be your strong points in performing the duties of a COTR?

AUTHORIZATION CERTIFICATE
2002 REFRESHER COTR/FDUL/FACL WORKSHOP

It is agreed, that if _____ is dispatched to an incident as a Contracting Officer's Technical Representative (COTR), Facilities Unit Leader (FACL) or a Food Unit Leader (FDUL) for the Mobile Food Service and Mobile Shower Facilities Contracts that he/she will be available to perform these duties, except in cases of utmost emergency in their regular work duties at their home unit. This authorization statement will commit the participant to perform the duties of a COTR until revoked by the member, an immediate supervisor, or the Contracting Officer.

Nominee's Signature: _____

Date: _____

Print Name: _____

Agency/Office: _____

Telephone Number: _____

Immediate Supervisor's Signature: _____

Date: _____

Print Name: _____

Title: _____

Agency/Office: _____

Telephone Number: _____